MWP 1.0

The Event Calendar

The Event Calendar Plugin allows users to create a calendar on the website to display local events for their visitors. Events may be categorized, and locations may be set so visitors can find the venue.

To implement the event calendar, please send a ticket to gpadigitalhelp@state.gov for the initial set up.

Create a Category

1. **Navigate** to EVENTS > CATEGORIES.
2. In the name field, **Enter** the name of the desired category.
3. **Scroll** down to the color field and **Select** the color that should appear on the calendar for any events using this category.

   Note: If individual colors are not selected, all categories will default to blue.

4. **Click** ADD NEW EVENT CATEGORY.

Create a Location

1. **Navigate** to EVENTS > LOCATIONS.
2. In the NAME field, **Enter** the name of the location (this is visible to site visitors).
3. In the ADDRESS field, **Enter** the street address of the location.
4. In the CITY field, **Enter** the city name.
5. In the STATE/PROVINCE field, **Enter** the correct information.
6. **Enter** the zip code in the appropriate field, if available.
7. **Select** the country from the dropdown menu.
8. If an image should be associated with the location, **Click** the SELECT IMAGE button and **Choose** from the media library or **Upload** a new image.
9. **Click** ADD NEW EVENT LOCATION.

Create an Event

1. **Navigate** to EVENTS > LOCATIONS.
2. **Enter** the TITLE for the event.
3. In the content box, **Add** a description, if desired.
4. In the EVENT DATE AND TIME section, **Complete** the following fields:
    a. Start date/time
        i. **Click** in the date field and **Use** the calendar to select the correct date.
        ii. **Click** in the time field and **Use** the slider to select the correct time.
    b. End date/time
        i. **Click** in the date field and **Use** the calendar to select the correct date.
        ii. **Click** in the time field and **Use** the slider to select the correct time.
    c. All day Event?
        i. **Select** this box if the event will take place all day. For example, Embassy closures are typically an all-day event.
    d. Reoccurrence
        i. If this a reoccurring event, **Select** the correct frequency from the dropdown.
5. A gallery of images may be added to the event. If this is desired, **Navigate** to the EVENT GALLERY section and **Click** the ADD MAGES TO GALLERY button. **Create** the gallery in the Media Library by selecting the images that should appear.
6. **Select** the event category by checking the appropriate box(es) in the EVENT CATEGORIES section. A new category may be created from this section by clicking the +ADD NEW EVENT CATEGORY link.
7. **Select** the event location by checking the appropriate box(es) in the EVENT LOCATIONS section. A new location may be created from this section by clicking the + ADD NEW EVENT LOPCATION link.
8. **Select** the Custom Sidebar option and **Make** your sidebar selections.
9. **Click** PUBLISH.